

Purpose Statement

Open Awards Level 2 Award in Touch Typing

The primary purpose of this Level 2 Award in Touch Typing Skills is to prepare you for employment in a broad occupational area. This Award is designed to support you to learn to touch type, so that you can increase your speed and accuracy when using an alphanumeric keyboard. By learning to touch type, you will be able to increase your efficiency when using an alphanumeric keyboard both in work, at home or study. This can serve to increase your overall productivity in work.

Who is it for?

- Anyone new to using an alphanumeric keyboard
- Anyone who has some experience of touch typing but looking to increase their speed and efficiency

What does this qualification cover?

The size of the qualification is defined by credits. To achieve the qualification, you will be required to achieve 5 credits and to commit to approximately 50 hours of learning.

You will be required to complete a 5-credit mandatory unit in 'Touch Typing Skills'. This unit requires you to achieve the following assessment criteria:

- Type a minimum of 35 words per minute
- Demonstrate a minimum typing accuracy of 85%
- Demonstrate typing continuous text including capitalisation, punctuation, spacing, numbers and symbols

You will also be required to complete a single credit unit which covers safe use of keyboards and display equipment.

What are the Entry Requirements?

There are no age restrictions for working towards this qualification and no specific prior achievements required. It may be appropriate for you to complete Open Awards Level 1 Award in Touch Typing Skills before progressing to this Level 2 Award.

What are the Assessment Methods?

You will be required to complete a portfolio of evidence to achieve this qualification. The assessment is also likely to include an online test to accurately measure your average word per minute and accuracy when using an alphanumeric keyboard.

What are the Progression Opportunities?

The achievement of the qualification will prepare you for progression to the next level of vocational learning. Examples of this include, but are not exclusive to:

Level 2 Certificate in Skills for Business and Administration

The qualification provides you with recognised skills to prepare you for employment. This includes both specific job roles such as an Administrator or Secretary with duties including, but not exclusive to:

- Word Processing
- Confidential Audio and Copy typing
- Producing briefing papers and reports

As secretarial and administrative work is so diverse, you could find employment in virtually all sectors, including:

- Academic institutions and universities
- Creative industries, such as advertising or publishing
- Hospitals and general medical practices
- Legal and financial services
- Management and strategic consulting
- Marketing and communications
- Public organisations, including local authorities and charities

Who supports this qualification?

The qualification was developed with, and is supported by, a diverse range of training providers and educational establishments such as Kaz-Type Ltd and Stanton School.